

Job Title:	Warehouse Worker Textbooks	Wage/Hour Status:	Hourly
Reports to:	Inventory Control Specialist	Pay Grade:	404
Dept. /School:	School Resources	Date Revised:	October 22, 2019

Primary Purpose

Assist in the receipt, delivery, storage, and control of instructional materials.

Qualifications**Education/Certification**

High School Diploma/GED
Valid Texas Driver's License

Special Knowledge/Skills

- Ability to process pick tickets submitted by campuses and perform basic arithmetic
- Knowledge of the TipWeb instructional material software
- Ability to barcode instructional materials as necessary
- Ability to work in a team environment, as well as independently

Experience

One (1) year experience with the state adopted instructional materials processes, deliveries, and inventory control procedures

Major Responsibilities and Duties

1. Responsible for the receipt and distribution of instructional materials inventory.
2. Receive shipments by counting, weighing, or measuring items, comparing size, weight, description, and code numbers with information on invoice and/or packing list and purchase orders, record discrepancies or damage.
3. Process pick tickets for textbooks, instructional materials for campuses and update the status in the Tip Web System.
4. Process requisitions for instructional materials.
5. Inspect merchandise and paperwork before loading truck.
6. Prepare supplies, equipment, instructional materials, and other items for delivery to schools and departments in a timely manner.
7. Record surplus and out-of-adoption instructional materials throughout the district.
8. Assist with the annual campus physical instructional materials inventory.
9. Follow established safety procedures and techniques while operating equipment and tools to perform job duties.
10. Keep workspace area clean and free from hazardous obstacles, report unsafe conditions to supervisor.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Vehicles, computer, ladder, dolly, pallet jack, and small hand tools

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent walking and standing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor, work around machinery with moving parts; work around moving objects or vehicles; frequent exposure to unpleasant and/or hazardous conditions; exposure to heat, humidity, and cold temperatures. Must be able to lift 50 pounds or more.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.